Vol. 11

March-April, 1942

No. 3-4



JOURNAL OF THE AMERICAN DENTAL ASSISTANTS ASSOCIATION

AMERICAN DENTAL ASSISTANTS ASSOCIATION

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THE DENTAL ASSISTANT



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MARCH-APRIL, 1942

L. S. Hodge...

Association Activities

The Question Box—M. B. Smith....

Educational Aims of the A.D.A.A.

No. 3-4

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To subscribers in the U. S. the price is \$1.00 a year, payable in advance. In Canada and Foreign countries \$1.10; single copies 25 cents. Send all subscriptions and inquiries regarding same to Subscription Manager.

1941 Juliette A. Southard Honor Roll.....

Changes of addresses must be reported to the Subscription Manager promptly in order to assure continued receipt of issues. Please notify her by the 25th of the first month of issue if the Journal fails to reach you, in order that reason may be traced promptly, or no back issues can be sent to you.

The Educational Aims of A.D.A.A. Lucile S. Hodge

(Read Before the A.D.A.A. in Session, Houston, Texas, Oct. 30, 1941.)

HEN today we speak casually of courses in dental colleges for the training of dental assistants, we forget that all these courses have been established in the brief span of seventeen years. This result is not a chance happening; it brought about by the concerted efforts of the officers, the committeemen, and the members of the A.D.A.A., working continually to fulfill the purpose for which this association was organized. Always keeping the object of this association in mind, the pioneers devoted much of their time and thought to this particular phase of the activities of

the organization.

From the inception of the A.D.A.A., annual letters petitioning the dental schools for training were sent out. As early as 1930 the officers of the A.D.A.A. saw the need of preparing a common curriculum to present for the consideration of the deans of the dental colleges. The need for a common curriculum came out of a desire to make a more concrete presentation of our request for training in dental schools. The credit for this idea goes to Juliette A. Southard, founder of the Association; Grace Renshaw of Cincinnati, a vice-president at that time, and Ruth Rogers, then general secretary. It was prepared also in order that local societies should have a more definite objective in their educational programs; and it was hoped that, when the suggested curriculum was presented, the local societies would attempt over a period of years to present the courses indicated in their local groups. To Ruth Clark, chairman of the Committee on Education for 1930, goes the credit for arousing interest in this common curriculum. At that time she sent out copies of the proposed curricula and asked the deans of all leading dental colleges for their advice. Through her work and the ideas presented by these deans came the demand for the curriculum. At the Memphis meeting in 1931 she presented in a concise manner the first comprehensive report of the work of this committee. She gam a brief report of the results of her conferences with the deans of the various dental colleges, many of whom at that time were favorable to establishim courses for dental assistants; some, how ever, were skeptical of the idea. Mrs. Southard, Helen Fitting, and Katherine Carr have the distinction of preparing the first common curriculum for the training of dental assistants, and it may interest you to know that the outline they prepared back in the early days of the campaign is still used as a basic for the courses offered in the four den tal colleges approved by the A.D.A.A. today.

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Out of repeated requests has grown the establishment of four courses for the training of dental assistants in deal tal colleges—at Northwestern Reserve University, Chicago; at North Pacific de College, Portland, Oregon; at Western in Reserve University, Cleveland, Ohio th and at the University of Michigan is Ann Arbor. The A.D.A.A. has also ed recognized and approved the course of the training for dental assistants which is all presented at the Los Angeles Junio fi College under the direct supervision of w the Southern California Dental Asso 13 ciation. The House of Delegates of the al A. D. A. A. in session at Cleveland in Ohio, September, 1940, voted to ret ognize schools offering courses of the th training of dental assistants so long they were under the direct supervision of of a dental college or a dental association tion recognized by the American Dental in

Association.

Because dentistry is a profession and a rapidly changing one at that, we have always felt that only courses under the supervision of the dental schools should be approved. For this reason we are all agreed on the idea that in the future courses offered in technical schools under WPA or other auspices would not meet the need. The type of course desired by the Curricula Committee and the members of the A.D.A.A. was something that would, on the one hand, be practical for the girl who was already employed in a dental office in order that she might thereby improve her qualifications, and, on the other hand, be valuable to the girl wishing to become an assistant who could take the courses on leaving high school as a means of preparing for her work. The committee also thought that the day for the might come when dental assistants would d it may be registered just as nurses now are e outline and that certain educational requirerly days ments would then need to be met. From s a basi the first there was no separation between four der the dental hygienist and the dental as-A.D.A.A sistant in the minds of those who were doing the work. Indeed, the idea was as grown at the dental hygienist was one variety urses for of the dental assistant (the term being ts in der used in the broadest sense to mean any Reserve woman employed in the conduct of a h Pacifi dental office irrespective of her traint Western ing or specialized service). To help d, Ohio those assistants already employed, curchigan in ricula for evening classes were suggesthas als ed, but, because of the opposition from course the deans of the colleges, this idea was which abandoned. When dental schools were es Junio first organized, not all were connected rvision with Universities, and even as late as ntal Asse 1890 there were a large number not ates of the affiliated. But the dental assistants have Cleveland in this respect a distinct advantage over ed to rec the dentists themselves; since many of ses of the the deans are willing to establish these so long courses under the auspices of the dental upervision college, it would be a step backward in al association our progress to accept anything that is can Dental inferior. Furthermore, since this is a field with a limited demand and the number of dentists is actually declining

instead of increasing, it seems to me that the time has come to concentrate on using the courses now available and to let the matter of additional courses take care of itself.

We will repeat that the object of the organization of the A.D.A.A. was for educational purposes. In 1927, at the meeting of the A.D.A.A. held in Detroit, it was necessary for the House of Delegates to draw up resolutions expressing what the A.D.A.A. was endeavoring to bring to its members because of repeated opposition from dentists who said we were organized for labor reasons. These resolutions were presented to all existing dental societies affiliated with the American Dental Association. They set forth clearly the educational aim of the A.D.A.A.: that the Association is endeavoring to carry on educational work among its members for the purpose of aiding its members to render better service to the dental profession, and that it is trying to provide training for its members that will prepare them for any emergency which might occur in this service.

As I stated above, there are now four dental colleges and one other school offering courses for the training of dental assistants. Briefly we will review the entrance requirements, cost of courses, and length of courses. The Los Angeles Junior College, which is part of the public school system of Los Angeles, offers a two year course at a minimum cost to residents of Los Angeles, with a small registration fee for student activities and laboratory fees. Entrance requirements are as follows: high school education, good health, good teeth, average height and weight. The work of the first year consists of the basic sciences, courses in shorthand, typing, nursing, first aid, and personality development; of the second year, specialized courses including dental anatomy and pathology, laboratory work. dental x-rays, bookkeeping, dietetics, and five hours per week in practice in a dentist's office. The North Pacific College offers a two year course at a min-

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imum cost of \$282.00 for the two years. The entrance requirements are preliminary school curricula equivalent to graduation from an accredited high school or academy. The first year, or Junior Course, is planned to include basic training for prospective dental assistants who desire to prepare for this vocation in the shortest possible time; and the second year, or Senior Course, is intended for those fitting themselves for practice as dental hygienists. Western Reserve University, Cleveland, Ohio, offers a one year course at a minimum of \$283.00, consisting of fourteen parts, seven for each term, which include secretarial training, shorthand and typing, secretarial accounting, biology, hygiene, health and personal hygiene, English, business English, etiquette, business relations for dental assistants, psychology, dental assistant training. Entrance requirements are equivalent to college entrance requirements and, in addition, evidence of suitability and competence as dental assist-Northwestern University in Chicago offers a two year course for assistants and hygienists. The entrance requirements are graduation from an accredited high school. Total approximate fees for the first year are \$367.00; for the second year \$258.00. The curriculum is practically the same as the one offered at North Pacific College. course at the University of Michigan at Ann Arbor has not as yet been accepted and approved by the A.D.A.A., but this school offers to graduates of accredited high schools a two year course similar to the one at Northwestern leading to a dental hygiene certificate. If an applicant is a graduate nurse, the course at the University of Michigan can be finished in one year. The approximate cost of this course including room and board is about six hundred dollars each vear.

The A.D.A.A. as an organization does not frown on an individual member's improving herself for her chosen work by any means whatever, be it in vocational schools, through itinerant instructors, or by private teachers; but when a constituent society of the A.D.A.A. or the A.D.A.A. as an organization itself sponsors schools and training not of the professional type, it is immediately endangering the object and aim for which it was organized.

The Juliette A. Southard Scholarship Fund was created at the Denver meeting in 1930. This was started with a gift of one hundred dollars from Oral Hygiene in 1929, through the interest of Mr. M. B. Massol, who had suggest ed that it be used for some project in the A.D.A.A. And since education was the keynote of the A.D.A.A., the board of trustees, at the suggestion of Grace Renshaw, decided to establish this scholarship fund which could be added to with the idea that eventually it would be large enough to furnish financial help to those of our members who would be desirous of taking a course in dental assisting, when such courses would be come established by the dental colleges. The Board of Trustees of the A.D.A.A. headed by a committee of three board members, has complete charge of this fund, and it is kept in a savings bank of their selection.

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It appears that the work of the Committee on Education at the present time is of very grave importance in carry ing out the original aims of the A.D.A.A. A campaign to interest all members of the A.D.A.A. in preparing themselve to meet the entrance requirements of the schools now established would be long step forward in our progress. we review the census taken by our Ed ucation Committee back in 1938 to de termine the percentage of our active members who could meet the entrance requirements of the dental colleges of féring courses for training dental assistants, we will all agree that there is a definite need for this particular project A definite program for this should be worked out and presented to all societies in the A.D.A.A. A more thorough study of the courses offered by the college should be undertaken before they are

(Continued on Page 34)

What Can I Do As an Assistant to Increase Efficiency in a Dental Office?

(Presented to the Birmingham Dental Assistants' Association November 19, 1941.)

THIS QUESTION has been given me as the subject. It is a challenge to self-analysis, is it not? I am sure you agree with me on this, so we may begin by stating a few points—nine of them, to be exact—and by taking them under consideration one by one, we can pretty well cover the assistant's field.

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FIRST—Punctuality. Systematic conduct of the day's practice depends upon this. In opening the office, in being prepared for the day's work on time every day—which of course means that the assistant shall be in uniform at the beginning of office hours, ready to meet the patients, to assist at the chair or whatever her duties may be.

SECOND—Loyalty. Loyalty to your doctor, his practice and his ideals. The success of the practice depends largely upon the team work of the doctor and his assistant. Be loyal to him; fight for his principles. Believe in his services, his work and his fees. You might even be willing to have the sort of work he does in your own mouth as a final proof of your loyalty!

THIRD—Diplomacy. A diplomat is suave, unruffled, tactful, courteous and fairly impersonal. Don't give the patient too much attention or too much sympathy, nor too little. Be courteous and sincere. Be business-like without being abrupt. Small talk and prolonged conversation with patients is annoying, unnecessary and wastes time. Meet your patients with a smile and, when they are ready to leave, dismiss them the same way.

FOURTH—Memory. Remember, above all else, to keep the stock of supplies

up. Nothing wastes time at the chair so much as the lack of necessary materials when they are needed. When we find some supply running low, remember to order more. Remember the patients' names, their likes and dislikes, and remember that the doctor's time is money; don't waste it.

FIFTH—Initiative. We should have enough knowledge of and interest in our work to employ our time to the best possible advantage without being prompted by the doctor. We should be able to handle many of the situations that arise without interrupting him if he is engaged. We may often save the time that would be lost through a broken appointment by thinking for ourselves and calling another patient who will take that hour. The appointment book gives us opportunities to use our initiative for the benefit of all concerned.

SIXTH (a)—Office Neatness. should be particularly careful of our personal appearance and be properly and cleanly uniformed. Everything about our person, our dress and our equipment should be kept in the best possible condition. Everything about the office should have a definite place and should be kept in that place. Avoid the accumulation of everything that tends to create a condition of disorder and confusion. The reception rooms should be in perfect order to receive patients; this is quite as important as that the operating rooms be in order. for the first impression a visitor gets upon entering the reception room may have a great deal to do with his attitude toward the doctor and his judgment of his work.

SIXTH (b)—Intelligent Service. Here we consider the general business management of the office: record keeping, bookkeeping, correct accounts, monthly statements, recapitulation of monthly business, follow up work, phone calls to those patients who more or less continually break their appointments. Our books should always be ready for reference or inspection—reference by the doctor or inspection by income tax investigators if one of them should drop in for a friendly chat some day. We should practice economy in our office management, in the use of lights, gas and materials. Avoid waste in every item from gold to laundry. Ordering supplies in quantity lots, thereby securing better prices is an important item in the practice of office economy. So much for the management side of this question. Now for the professional We should be able to instruct patients in the following facts: The relationship of their teeth to their general health and the proper care of the mouth. We should know the relationship of diet and tooth structure, the names, location and surfaces of the teeth, the various operations and the professional terms for them and we should use these terms in the office.

SEVENTH—Assisting the Doctor. Does the doctor have to ask for that which he should have had when he needed it? If so, it shows a lack of familiarity on our part with his methods of operating and the instruments required. Such a situation would not be tolerated in a hospital operatory. Should we not be as efficient in this respect as any other professional man's assistant? The answer, of course, is yes. We should be thoroughly prepared for any operation and we should know how to prepare the patients, both physically and mentally. We should know all the steps of anaesthesia, from infiltration and nerve blocking through the various stages of the use of nitrous oxide. We should be fa-

miliar with symptoms of systemic conditions in the patients which may be contagious and know how to handle such cases for self protection. We should have ourselves well in hand at ways and not get excited during any operation no matter how difficult. To become excited is to become inefficient.

EIGHTH—X-Rays. We should know the proper angles, timing, etc., required for each exposure necessary in taking a full set of pictures, the technique of developing and fixing films and have a system for mounting and filing the pictures. We should know something about the operation of the G-Ray machine and the care of it as well.

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NINTH—Care of Equipment. Know how to take proper care of all dental office instruments and accessories, the engines and handpieces and hand instruments.

Earlier I mentioned "Team work"—
Co-operation is the accepted word.
When this condition actually exists in
the office between Doctor and assistant
things run smoothly, the greatest amount
of work is accomplished with the leas
effort and we are approaching real efficiency. We can safely say—if we are
doing all these things to the best of our
ability—WHAT I AM DOING AS AN
ASSISTANT IS INCREASING EFFICIENCY IN OUR DENTAL OFFICE.

420 Medical Arts Bldg.

"BREATH OF SPRING"

Birmingham, Alabama

Awake, arise and greet the sun Another perfect day's begun; Hearken to the bird upon the wing-Listen, and you'll hear him sing: Watch every pulsing blade of grass-Each stands out from all the mass. There's the river, ever flowing, Stately trees that keep on growing, Striving, straining, reaching far-Perhaps some day, they'll touch a star. Fleecy clouds and pinkish skies, Raindrops fall-heaven sighs; Nourished flowers bloom anew Resplendent in their magnificent hue. Breathe deeply of that perfumed air-Take your pleasure of a day so fair; Now's the time for deep reflection, Mother Nature is perfection!

Lillian Lipkin.

Acrylic Baseplates Helen W. Robinson

BASEPLATES are some of the many things which the dental assistant can do in connection with laboratory work that will save her doctor both time and money.

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After the modeling compound impression has been taken a plaster model must be poured. The plaster is mixed two parts of water and three parts of plaster by volume. Mix equal parts of plaster and water in a clean bowl and spatulate a few seconds. Then to this thin wash add the remaining plaster, spatulating well. It is important that the plaster be mixed smoothly; if there are any air bubbles, these can be removed by vibrating the bowl. It is imperative that the plaster be mixed quickly.

Vibrate the plaster into the modeling compound impression by placing the impression on the edge of the laboratory bench and dropping a small amount of the plaster into it, then tap the tray gently. When the bottom of the tray is completely covered add more plaster -enough to fill the tray. Take the remaining plaster and place it on a piece of paper in the shape of the tray and press the tray into it. The edges are then trimmed with a knife and rounded off. To get a smooth finish place the entire model under water and rub with the palm of your hands. To do this you must wait a few minutes or until the plaster has set sufficiently to pick it up.

When the plaster has completely set, it must be separated from the modeling compound. Place tray in warm water and allow it to remain there for a few seconds. Loosen the compound around the edges with a knife, being careful not to break the plaster model. It is best to loosen the impression around

the heels. Any compound which might stick to the model can be removed with warm modeling compound or chloroform.

The next step is applying the tin-foil to the model. This must be adapted as smoothly as possible and made to fit the model tightly. Use absorbent cotton and an egg burnisher, rubbing the tin-foil smoothly into place. It may be necessary to cut the tin-foil to make it fit snugly around the frenum and the heels of the model.

The baseplate material, which is an acrylic powder and liquid, is mixed and set aside for two hours. If you cannot wait that long, it can be heated over hot water until silky strings appear when a spatula is drawn through it. Now take the material and place it between two sheets of wet cellophane and press it into a thin sheet. After removing it from the cellophane, the material is placed over the model and adapted with the fingertips-it is advisable to cover the fingertips with wet cellophane to keep the material from sticking to the skin. It is important to remember that the baseplate should be of uniform thickness.

The model is now placed over boiling water (double boiler) for 45 minutes. When the model is cool the baseplate is taken from it and the tin-foil, which is only used to keep the baseplate material from adhering to the model, is removed. The plate is then ready to be trimmed to fit the patient's mouth.

This material is easier and cleaner to work with than the vulcanite tray.

323 Comeau Bldg. West Palm Beach, Fla.

The following was overheard by a tired secretary—her tired boss speaking over the phone: "L.O. O. O.I.C. O.K. U.R.? Y? O.G! O. O.I.C. O.K!"

Houston Reminiscences

La Porte, Indiana Jebruary, 1942

Dear Helen:

It seems such a short time ago since we returned from Houston. . . . Looking back over that happy time there are impressions that stand out clearly.

Did you, too, seem to feel the presence of a gallant little lady who was with us in spirit only? It seemed that Houston meant far more than the 1941 meeting. . . . It meant seventeen years of progress for the ADAA It seemed strange, and sad too, that Juliette was not with us at this meeting. . . . It was in Houston seventeen years ago that the ADAA was born. . . . This was our first meeting without her. . . . Yet we felt that she was there. . . . Living in our hearts and memories and in her ideals which we have made ours. . . . There seemed to be a great anxiety that the meeting should be conducted so that she would have a feeling of pride in the work that she had done, and had left to us to carry on. . . . The fulfillment of her dream. . . . Could she have been with us, to look back over these seventeen years of growth, we feel that there would have been a look of happy satisfaction in those keen and kind eyes.

You, also, I know, have a feeling of pride in being a part of an organization of National scope that is accomplishing something very much worth while in advancing the interests of Dental Assistants everywhere. . . . The Slogan came to have a new meaning for me. . . . Perhaps we are getting in the habit of thinking in terms of war. . . . I thought of four battle lines: Education, battling against Ignorance; Efficiency fighting against the habits of listlessness and the idea that it is enough if we "just get by"; Loyalty, to dislodge disloyalty and self-interest; Service, self-effacing and purposeful arrayed against selfish desire to gain selfish aims.

What a happy privilege it was to have Mrs. Edgar Menderson of Cincinnati present with us as our Parliamentarian. . . . How just and wise she was in her decisions. . . . And how proud we are that our meetings are conducted in a dignified manner.

We never realized before what a hard-working force we have in our National Officers-President, Vice-Presidents, Secretary, Treasurer, the Trustees and the Chairmen of the various National Committees. . . Those long hours spent in Board Meetings and the various Committee meetings during the Five day convention. . . With always but one end in view,—the advancement of the vocation of Dental Assisting. . . And their work does not end there. . . They are right there from one National Meeting to the next, striving to the end that the standard of all Dental Assistants shall be raised. . . . That the membership shall be protected by proper Legislation. . . . That the field of service may be extended by a constant effort to increase the membership I certainly felt that I had boarded a Band wagon that is hitched to a star.

Thinking back, remembering the friendliness of our reception and entertainment by the Houston Dental Assistants. . . . The cheery greetings as girls from Los Angeles met friends from Massachusetts. . . . And girls from the state of Washington met friends from Florida. . . . It seemed that FRIENDSHIP was a grand theme for the meeting.

The seriously considered Educational aims ... the willingness of members to co-operate to any extent that the good of all might be served ... the careful examination of every proposal and move stirred my admiration for that group of women who compose the leadership of the ADAA... And there are a group of likely youngsters developing, too.

It is now February, with January behind. . . . Like Janus, the god with two faces for whom the month January is named, I look backward and forward. . . . What we have done in the past seems good. . . . For the future: that too, should be good; I pray for wisdom and courage and that Juliette's spirit may continue to be with us.

Sincerely,

Sadie.

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Assistants in National Defense

The West Coast is in the War BUT has not yet been bombed!

The Dental Assistant's willingness to make herself useful has been evidenced in many ways. Before the United States entry into World War II, in fact, a year before, some of the societies had completed First Aid Courses as part of their educational program; now of course it is almost a requirement—new members and all who are not already holding First Aid certificates are qualifying and further taking advanced and Home Nursing. Nutrition Courses, Ambulance, Staff Assistance and Air Raid Precaution are being studied in all of our societies; our Northern California State President is a qualified Air Raid Precaution Instructor teaching classes several days each week. Metropolitan-Oakland and Berkeley societies are doing an intensive training in Hospital Procedure and Operating Room Technique, doing shifts in various hospitals. This training will enable these girls to take their place in hospitals in case of an emergency.

In coordination with the Dental Society the San Francisco society sent a questionnaire to each member asking for volunteer service with the Dental Society in their defense program; within three days thirty-six members volunteered. With no special allotments at present these girls offered their "spare" time to the American Red Cross. Last week a call came for five to serve as Staff Assistants at the Red Cross Headquarters from six until nine o'clock in the evening. Soon we expect to sign as a unit in preparing surgical dressings. The S.F. Blood Bank

has had many dental assistants as donors.

The Sonoma County girls are to be commended for their service which is mainly standing in Watch-towers in the Napa hills every night. Santa Clara has pledged to help at the Red Cross. Santa Cruz are taking a Home Nursing Course. Our Ninth District Trustee is serving in the United States Army at Vancouver, Washington. As Southern California has it, "Let's pull together and SET that Rising Sun'."

Ruth Inskipp

Ruth Inskipp 135 Stockton Street San Francisco

Defense Bonds Buy Janks

THE TANK is to the Army what the tackle is to the forward line of a football team. It is the "break-through." Head-on, it crashes timber, houses, enemy fortifications. Once it has opened the way, the attacking force follows for the "mopping up."

The Nazis, using these great steel pachyderms which they produce in vast quantities, have been able to break through every fortified line in 14 con-

quered countries.

In America, the medium-sized tank is the popular size. A medium-sized tank weighs 30 tons. To make it takes as much steel as would be used in 500 refrigerators, as much rubber as goes into 87 average automobile tires. The planning of a tank takes as great skill as a large-scale construction job. One recently converted automobile plant, faced with retooling for tank production, had to put 200 engineers to work in day and night shifts for one month, mapping out machinery requirements and plant layout.

To match the mechanical might of aggressor nations today, America needs thousands of these tanks. They're rolling off the assembly lines now. They cost real money. Every time you buy an \$18.75 Defense Savings Bond or a 10c Defense Savings Stamp you give your country money enough to buy a vital part of another new tank.

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THE DENTAL ASSISTANT

MARCH-APRIL, 1942

A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR INTERESTS AND EDUCATION

Bi-Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

EDITORIAL DEPARTMENT

Meditation on A Song Hit

"There'll be blue birds over the white cliffs of Dover, Tomorrow, just you wait and see. There'll be love and laughter, and peace ever after, Tomorrow when the world is free."*

White cliffs, blue sky above, bright sunshine making the waves of the channel to sparkle and dance; the bloom of growing things; people going calmly about their daily tasks; and with the coming of night a small boy going peacefully to sleep in his own little room, with no fear of "the terror by night"—alluring pictures, these, in this war torn world, are they not?

Tuned in to the radio, one night, listening to a singer with a popular band rendering this popular song, it came to me that its popularity was due not only to the fact that it is a "good number"—it is, also, a song of confidence. Confidence that "this, too, will pass" and the world will be the kind of a world that the people want.

Now the days are dark; skies are angry; ears are alert for alarms; now, gallant boys march off to war, while back home there is work to be done, and life is full of strain and stress and anxiety, and sometimes the bitter taste of defeat. Yet, we have a song in our hearts.

"Tomorrow"—perhaps a somewhat distant "tomorrow," but tomorrow, when the world is free—free from tyranny and hatred; free from greed for wealth and fame and the lust for power, there will be love and laughter, and peace ever after—these simple and good things that are the right of every human being.

It is not for us to doubt that what the voice of hope whispers, and the eyes of faith have revealed shall come to pass. Right will not always have its scaffold, some day it will prevail. Ours only, the question: What part, great or small, is mine in attaining the Victory?

* Copyright 1941 by Shapiro, Bernstein & Co., Inc.

Cooperation and Victory

Our President has chosen "Cooperation" as our theme for 1942. It would be impossible to select a more fitting theme were she to look far and wide. For

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this is definitely the time and year for complete cooperation on the part of every American Dental Assistant.

For years past, we Americans have carried on in our daily lives, giving little thought to the fact that there might eventually be a limit to our resources. Now that our beloved America is at war, this reckless way of ours must be forgotten.

Let us carry our theme into our own offices and consider it from a practical point of view. Every type of reckless waste must be eliminated; so, ADAAers, here are a few thrifty suggestions. Guard your handpieces with your very lives—clean and oil them as never before; they must be used for years to come. Handle your instruments with infinite care—place them carefully in the sterilizer; don't throw them in with abandon. Give your burs every possible care. Preserve the finish on your unit by polishing it more often than usual. Watch your supply of soap and ration it. Use every sheet of carbon to the very last thread of paper. This, of course, applies to all office supplies also. Paper is at a premium and should be used sparingly. Oiled silk head-rest covers may be used instead of paper ones, and are obtainable in your local "5 and 10." These covers can be cleaned after each patient, thereby lasting for many weeks. Save your out-dated magazines, your paper boxes, metal containers and bottles; then turn them over to your local chapter of the National Defense Council. Uncle Sam can use them.

These are just a few suggestions for eliminating waste in your offices. Look

around, you will discover many more.

Cooperation is our theme. We have every desire to cooperate with our country and can do so through our own careful management of supplies in our offices.

Elimination of waste is our duty. It is essential therefore that we have victory over waste in our offices for this is a part we may play in our country's ultimate victory over the tragic waste of human lives in tyranny.

Virginia Schenck Contributing Editor

Volunteer for Victory

How many times in recent months have you heard these words: "What can I do?" Have YOU found your answer?

Many of us have responsibilities greater than our ability to cope with them, but even so, there are times when a few stitches can be knit, a bandage rolled, surgical dressings prepared, a garment made. There is SOMETHING each of us can do. Since we cannot fight for our country, we are under obligation to those

who can and do. We ALL have a duty to perform.

Many of our members have volunteered for service in the Army, a splendid gesture, but the task required of us who must remain at home is to build and maintain the strongest possible Civilian Defense. We must safeguard the home front, by deciding what service we are best fitted for, then prepare ourselves with all the calm dignity and professional ability dental assistants possess, to do our duty. The American Red Cross and the Civilian Defense organizations are ready, willing and able to GIVE us this vital training. Night classes are being held, as well as classes during lunch hours; your afternoon off can also be spent in a constructive manner. We have no excuse not to learn, and with the previous

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FOR MARCH-APRIL, 1942

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President's Page

TO EVERY MEMBER OF THE AMERICAN DENTAL ASSISTANTS ASSOCIATION:

As I sat down to write you this evening it occurred to me that the thought which has been uppermost in my mind recently, due to the many wonderful letters I have been receiving from members all over the country, is the Defense work you are all doing, either as a project of your organizations or as individuals.

It is interesting to learn of the variety of opportunities that are open to us in our various localities and to notice how these opportunities vary with the localities. Each community has its own defense problems and undertakings, and there is a place for every individual to fit into the plan of solving these problems and accomplishing these undertakings. Here in the middle west where we are away from any real activity we are all knitting and sewing for the Red Cross. To prepare themselves, so that they will be of real value in case of emergency many of our members are taking first aid courses. A number of the assistants on the west coast are sitting up half the night, several nights a week, listening for air raids or enemy planes. Others are assisting with Coast Guard work. One member solicited all of the hotels in her city for old blankets, sheets and other usable materials of that kind to be used in the Red Cross stations. In one city that I have been informed of, also on the west coast, the local dental assistants group have all been assigned to posts under the Dental Division of the Civilian Defense Council. These members have been assigned to emergency stations and whenever there is an air raid signal they must go immediately to their own particular station where they stand in readiness to help with any first aid duties that might be necessary.

I am sure you will all be interested in knowing that a good number of members have already responded and more are doing so daily, to the letters sent out by the Red Cross. I know that others would like to do if it were not for your duties and responsibilities at home. We must not lose sight of the fact that, even though we would like to respond to this call, thereby becoming actively engaged in the service of this wonderful country of ours, the work must go on at home. The success of our armed forces depends upon the health of the members serving with them and providing for them, and we are playing a large part in this great health plan by assisting our employers in getting the mouths of these men in condition so they will be physically fit to carry out their duties, whatever they may be.

I would suggest that every organization include in their annual activities some plans for defense work so every one of us will be able to feel that we are actually helping this great cause. We are all busy but none of us is too busy to undertake one of these projects, in place of or additional to our other activities for the year.

It has been necessary for several of our members who are already in active service to resign from committees they have been appointed to serve on. It is going to be difficult because of the increased duties that many of you will have to assume during this period, to carry on with our organization and its work but if ever we have needed an increase in membership and a smoothly running organization we need it now. We must have these things so we will be ready to line up with the Dentists of this country should they undertake any large dental project and need our help.

I wonder if you are as glad as I am that we are working with a profession whose services are so vital to the welfare of our armed forces? Where opportunities are so many and so great for service? In spite of anything that happens let us as an organization grasp all of these opportunities that are presented to us to improve ourselves so we can be of great value, if and when the time arises.

Your officers and committee members are planning big things for our meeting in Boston in August. We are hoping to see all of you at that time. Let us this year, when there is so much strife and turmoil going on around us, work as we never have before, to make this the biggest and best year we have ever had. Only by very member assuming the duties she is asked to can this be possible. Cooperation in every respect is absolutely necessary to achieve our goal.

Mildred Stevenson.

Volunteer for Victory

(Continued from Page 32)

training most of us have had, we should make a success of whatever course we,

as individuals, decide upon.

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Can you calm and direct nervous people? (What Dental Assistant can't?) You would make an excellent Air-Raid Warden. Do you drive? Do you have any knowledge of a motor? Join the Motor Corps, or the Ambulance Corps. The Nurse's Aide Corps offers to teach dignified women volunteers many practical subjects of Nursing, any of which would help us in our daily work of assisting. This is a hard course, but so worthwhile. Map-reading would help us to gain some idea of the immensity of our great country. There are many other courses from which to choose; Communications, Canteen work, Nutrition, and of course First Aid is a MUST for everyone. We have but to take ourselves to task and decide where we would be of the most value. There is no place in these perilous times for Volunteer misfits.

Let us find OUR PLACE, and keep in mind the words of J. Mason Knox:

"CO-OPERATION"

It ain't the guns nor armament,
Nor the funds that we can pay,
But the close Co-operation,
That makes us win the day.
It ain't the individual,
Nor the Army as a whole,
But the everlasting team work
Of EVERY BLOOMIN' SOUL.

Katie McConnell.

Aims of A. D. A. A.

(Continued from Page 25)

approved by the A.D.A.A. If the investigation of these courses is too much responsibility for the committee on education, it would be my suggestion that

the Past Presidents' Council should be asked to assist. In closing, I again urge a strict adherence to the object for which we are organized—greater education for greater efficiency.

401 Medical Arts Building Knoxville, Tennessee

FOR MARCH-APRIL, 1942



ecretary's Corner

By AILEEN M. FERGUSON, General Secretary, 709 Centre Street, Jamaica Plain, Mass.

Honor Roll

IOWA D. A. A. NEBRASKA D. A. A. RHODE ISLAND D. A. A. SOUTH DAKOTA D. A. A. NORTHERN CALIFORNIA D. A. A.

SECRETARIES: ADAA dues for 1942 must reach this office by March 31st; the Subscription Manager will remove from the mailing list of the journal all members whose dues are not paid by April 1st. None of your members will want to miss the May-June issue of the journal, so please remit their dues on time. Program and Clinic Questionnaires requesting information about delegates and clinicians from your society to represent you at our Eighteenth Annual Meeting, Aug. 24-28, will be mailed to you on April 1st. Please give these questionnaires your prompt attention, consulting the president of your society so that the blanks can be returned with proper information.

We point with pride to the Fifth and Eighth Districts of the ADAA where the following new constituent and component societies have

been organized:

DURHAM D. A. A. (N. C.)—President, Mabel Roberts, 111 Corcoran St., Durham; Secretary, Frances King, 217 Trust Bldg., Durham

CAPE GIRARDEAU CO. D. A. A. (Mo.) President, Maxine Hansel, 230 North Middle, Cape Girardeau; Secretary, Marie Stratman, Morton St., Jackson.

The following societies have held annual

election of officers:

BERKELEY DISTRICT D. A. A. (N. Calif.)-President, Lois Martin, 2240 Channing Way, Berkeley; Secretary, Audrey Sanchez, Bank of America Bldg., Berkeley,

SACRAMENTO DISTRICT D. A. A. (N. Calif.)—President, Helen Connolly, Forum Bldg., Sacramento; Secretary, Edna Marcroft, Medico-Dental Bldg., Sacramento.

TULARE DISTRICT D. A. Calif.)—President, Lillian Marcellus, 151 South E St., Exter: Secretary, Mary Kendrig, 213 Harrell Bldg., Visalia.

FAIRFIELD CO. D. A. A. (Conn.)-President, Jennie Bridge, 1 Dearfield Lane. Greenwich; Secretary, Elsie Faas, 122 Main St., New Canaan.

DELAWARE D. A. A.-President, Virg'nia Joy, 1117 Adams St., Wilmington; Sec-

Honorable Mention

FLORIDA D. A. A. Illinois D. A. A. MISSOURI D. A. A. NEW JERSEY D. A. A. SOUTHERN CALIFORNIA D. A. A.

retary, Anna Gula, 305 Medical Arts Bldg, Wilmington

DISTRICT OF COLUMBIA D. A. SOC. President, Velda Rudolph, 808 H St., N.W., Washington; Secretary, Mary Pirrone, 1002 Quebec Pl., N.W., Washington. FLORIDA STATE D. A. A.—President,

Ruth Walker, 101 N. 4th St., Palatka; Secretary, Catherine Tensa, 8037 N. E. 2nd Ave.

JACKSONVILLE D. A. A. (Fla.)-President, Louise Mitchell, 424 St. James Bldg., Jacksonville; Secretary, Grace Anderson, 414 St. James Bldg., Jacksonville.

MIAMI DISTRICT D. A. A. (Fla.)—

President, Barbara Bigelow, 8037 N. E. 2nd Ave., Miami; Secretary, Maxine Bethune, Olympia Bldg., Miami. PALM BEACH CO. D. A. A. (Fla.)—

President, Virginia Ashburner, Kiwanis Dental Clinic, West Palm Beach; Secretary, Eleanor Johnson, 514 Guaranty Bldg., West Palm Beach.

ILLINOIS STATE D. A. A.-Secretary, Edith Scott, 601 Myers Bldg., Springfield.

SPRINGFIELD D. A. A. (III.)—Secretary, Lucile Rosenstreter, 236½ East Side Sq. Carlinville.

DES MOINES D. A. A. (Ia.)-President, Phyllis Stevens, 1142 42nd St., Des Moines; Secretary, Eleanor Ross, 2632 Beaver, Des

SHREVEPORT D. A. A. (La.)-President, Thelma Pinney, Barksdale Field, Dental Dept., Shreveport; Secretary, Josephine Fox,

706 Medical Arts Bldg., Shreveport.
METROPOLITAN DISTRICT D. A. A. (Mass.)-President, Edla Friedholm, 41 Trapelo Rd., Belmont; Secretary, Helen Sullivan, 311 Washington St., Brighton.

NORTH SHORE DISTRICT D. A. A. (Mass.)-President, Natalie Sullivan, Washington St., Salem; Secretary, Helen Barry, 113 Essex St., Salem. SOUTH SHORE DISTRICT D. A. A.

(Mass.)-President, Janet Harper, 141 W. Elm St., Brockton; Secretary, Ruth Macomber,

142 Main St., Brockton.

VALLEY DISTRICT D. A. A. (Mass.) Secretary, Loretta Hannifin, 1562 Main St., Springfield.

ASHEVILLE D. A. A. (N. C.)-President, Jessie Hyder, Flatiron Bldg., Asheville: Secretary, Mary Lou Kirby, Flatiron Bldg,

STARK CO. D. A. SOC. (Ohio)—President, Vivian Mills, 105 Wertz Ave., Canton; Secretary, Jeanne Clark, 1st National Bank Bldg., Canton.

PORTLAND D. A. SOC. (Ore.)-President, Natella Leech, 620 Selling Bldg., Port-

land; Secretary, Phyllis Anne Drake, 426 Medical Arts Bldg., Portland.

PITTSBURGH D. A. A. (Pa.)—President, Stellamae Cramer, 18 Brilliant Ave., Aspinwall; Secretary, Dorothy Hosbach, Bellevue Savings & Trust Bldg., Bellevue.

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RHODE ISLAND D. A. SOC.—President, Grayce White, 12 Bull St., Newport; Secretary, Ada Cubban, 357 Westminster St., Providence.

HOUSTON DISTRICT D. A. A. (Tex.) President, Laura Nowakowsky, 1521 Medical Arts Bldg., Houston; Secretary, Violet Crowley, 925 Medical Arts Bldg., Houston.

Change of Address: Mildred Thompson, 2401 S. W. 19th St., Miami, Fla., who formerly was state secretary for the Tennessee D. A. Assn., invites ADAA members visiting in Miami to drop in and say Hello!

N. CALIF. D. A. A.—Secretary, Miriam Medlin, 4658 Edgewood Ave., Oakland. 10th DISTRICT TRUSTEE—Mary M.

Connolly, Station Hospital Dental Clinic No. 1, Fort Knox, Ky.

Change of Officers:

WATERLOO D. A. A. (Ia.)—Secretary, Doris Drake, 609 Waterloo Bldg., Waterloo.

NEW ORLEANS D. A. A. (La.)—President, Malvina Cueria, 907 American Bank Bldg., New Orleans; Secretary, Mabel O'Rourke, 805 Maison Blanche Bldg., New

The following amendments to the Constitutional and Administrative By-Laws of the ADAA were passed by the House of Delegates at the 1941 meeting:

CONSTITUTIONAL BY-LAWS Article V, Section 1 (page 3):

Amend and revise to add to those elected to the Board of Trustees, "The Chairman of the Past Presidents' Council," and to insert after the word "Founder," the name, "Juliette A. Southard*." The section will now read: There shall be a business body known as the House of Delegates of the American Dental Assistants Association. It shall consist of delegates elected by the constituent societies. The House of Delegates shall represent the delegated powers of the members of the American Dental Assistants Association and shall be the national representative body of the constituent societies. The legislative powers of the Association reside in the House of Delegates. It shall transact all the business of the Association, public, professional, and scientific, not otherwise provided for by these Constitutional By-Laws; shall elect the general officers of the Association and ten trustees, who, with the President, the three Vice Presidents, the Founder, Juliette A. Southard*, the General Secretary, the Treasurer, the immediate Past President, a major member of the staff of The Dental Assistant, and the Chairman of the Past Presidents' Council, shall constitute the Board of Trustees. The trustees elected as such by the House of Delegates shall be members of the House of Delegates without right to vote, excepting for the election of officers."

ADMINISTRATIVE BY-LAWS

Article VII, Section 1 (page 13):

Revision to be substituted to provide for Nominating Committee. The section will now

"A Nominating Committee shall be appointed by the President to be approved by the Board of Trustees at the pre-convention Board Meeting. There shall be five members on the Nominating Committee, three from the House of Delegates and two from the Board of Trustees. This Nominating Committee shall prepare a slate of candidates not more than two for each office for President, First Vice President, Second Vice President, Third Vice President, General Secretary and Treasurer. Suggestions for candidates for office with their qualifications may be submitted in sealed envelopes to the Nominating Committee by a constituent society or by the Board of Trustees. The sealed envelopes shall be turned over to the Nominating Committee upon its appointment. The Nominating Committee shall consider all names submitted before preparing the ticket. Nominations shall also be made from the floor.

Article VII, Section 2 (page 14):

Amend section by adding to paragraph 2, so that paragraph will now read:

"On the occasion of the annual session of the Association, the delegates from the constituent societies in each of these districts in which the term of office of the trustee is about to expire shall hold a meeting for the purpose of making nominations for a new trustee. Such meeting shall in each case be called by the trustee whose term is about to expire, or by someone appointed by the president if such trustee should be absent, and notice of the time and place of such meeting shall be given to each delegate from the particular district. No trustee shall serve more than one term of three years in succession."

FOR MARCH-APRIL, 1942



(This department is under the supervision of Edna M. Justice, 631 Jenkins Bldg., Pittsburgh, Pt.)

Recently on a trip to the city via the local bus route, I became interested in a conversation between two girls who occupied the seat directly behind me. From their appearance I judged them to be juniors in college. The subject of conversation was a classmate. While not meaning to eavesdrop, I nevertheless was impressed with their discussion.

Two days later receiving a letter in a familiar handwriting, asking me to write the "Talking It Over" article for the next issue of The Dental Assistant, and in considering a suitable subject my thoughts went back to the conversation I had heard on the bus.

The girls were discussing the enthusiasm of their classmate. One said—"I can see why Jane is so well thought of by everyone, no matter what she does, whether it is her class work, basket ball, or anything that she takes part in, she exhibits so much enthusiasm, she puts everything she has in it; she is just "bubbling over" all the time and her fairness and sportsmanship is what makes her so popular."

I thought—what a nice tribute to merit, especially from one's classmates or from those with whom you associate.

Enthusiasm is one of the greatest assets one may possess. It overcomes prejudice and misunderstandings, it stimulates and helps one to grow in thoughts and deeds; and to aspire to loftier heights in every undertaking.

Enthusiasm is a necessary ingredient for success, without it in our work and diversions we fail to realize completely the value of our endeavors.

Enthusiasm is contagious, its influence can be readily conceived from association with those who, through their interest and enthusiasm create, maintain and uphold a project, that can offer advancement in a chosen field.

Following a calling of professional service, we as individuals can develop personality, initiative, and visualize more effectively if we are enthusiastic; not only in our work as Dental Assistants but also as members of our associations. Enthusiastic people are refreshing and inspiring, they are the ones who become leaders because of their creative and inspirational vision that not only tends to promote success, but also aids in accomplishment of the tasks they undertake.

Let each of us cultivate enthusiasm, it is a virtue worth having, it will broaden and stimulate, help us to progress with the times, to be hospitable to new ideas, to manifest an interest in our fellow men, and to have pride and satisfaction in successful achievements; and last but not least to have faith in ourselves, enjoying the results of tasks well done because we were ENTHUSIASTIC.

Mary M. Connolly, Trustee, Tenth District, 321 Delmar Avenue, St. Bernard, Ohio.

Fellow Members of the A. D. A. A .:

As you no doubt have heard, long before this issue reaches you, that the A.D.A.A. has appointed you a committee of one to get a new member this year. This is a short year, but we have for our 1942 Theme "Co-operation"; that means we are going to have the biggest year in these few months that the A.D.A.A. has ever known.

We have chosen for our Membership Slogan "Each old member get a new member." Now you, as an American Dental Assistant, owe this to your Association. Just hesitate a moment and think of that word, "Co-operation," I believe you will say, "I owe that obligation to my Association." After all, is it not a very small thing to ask of you?

The Membership Drive started January 15th, and will close May 30th, 1942, and we are working for 4,000 members by Boston. There are three \$15.00 cash prizes given for increases in Membership by May 30th, but do not relax your efforts to obtain new members after the Drive closes—because there are a number

of prizes for increase in *Total* Membership since the *last Convention*.

The 1942 Membership Committee is composed of a member chosen from each district—ten besides the Chairman. Each member will work directly with the Trustee of her district, and of course, they in turn will depend upon you.

May I take this opportunity, as Chairman of the Membership Committee, to express our sincere appreciation for the splendid response we have received thus far. We hope to be of Service to you at any time.

Our very best wishes to each of you for an abundance of success.

We are most sincerely,

1942 Membership Committee Lucille Miller, Chairman 416 Kirkpatrick Bld. St. Joseph, Missouri

An A. D. A. A. Pin for Every Member!

In our darkened, war-saddened world we should cling to our standard of perfection and lift aloft the symbol of our creed:

EDUCATION, EFFICIENCY, LOYALTY, AND SERVICE

Be thankful that God has given you a task to do, a place to fill, and an opportunity to serve mankind. Wear your A.D.A.A. pin with pride and honor and uphold the principles of worthwhile ideals. It is not a badge of servitude but an emblem of professional pride.

All pins must be ordered through a member of this committee via the General Secretary. So contact the member below who represents your district:

1st Dist.-Margaret Worchester, 74 Lothrop Street, Beverly, Mass.

2nd Dist.—Edith Worth, 12 Broad Street, Red Bank, N. J. 3rd Dist.—Mary Torbert, 309 S. State Street, Dover, Del.

4th Dist.-Jeanne Charlet, 805 Maison Blanche Bldg., New Orleans, La.

5th Dist.—Mary Graff, 8th Floor, Starks Bldg., Louisville, Ky. 6th Dist.—Verneil Holliday, 328 Peral Street, La Crosse, Wis.

7th Dist.-Marjorie M. Seidel, 648 Lowry Medical Arts, Bldg., St. Paul, Minn.

8th Dist.—Pearl Balliett, 4050 Broadway, Kansas City, Mo.

9th Dist.—Celia Carey, 416 West 8th Street, Los Angeles, Cal. 10th Dist.—Leona Kunkel, 305 West Franklin Street, Elkhart, Ind.

LaVada Wilks, Chairman ADAA PIN COMMITTEE

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ELEANOR I. MARCOU 2941 West McNichols Road, Detroit, Michigan.

All notices sent to this column for the May-June issue must be in the hands of this editor by April 1, 1942, and should be set up as below.

CONSTITUENT SOCIETIES

Denver D. A. A., Denver, Colorado, Meetings on first and third Thursday of each month, at Study Club Rooms, Majestic Bldg.

Detroit D. A. A., Detroit, Mich., Meetings first Tuesday each month, Book-Cadillac Hotel, 7:30 P. M. State Meeting, Wednesday, April 22, all day.

District of Columbia D. A. A., Washington, D. C., Meetings on third Thursday each month, at Professional Arts Bldg., 1722 Eye St., N. W. Red Cross Classes each Tuesday and Thursday at Red Cross Headquarters, D. C.

Los Angeles D. A., Los Angeles, Calif., Meetings second Friday each month

at Clark Hotel, Dinner 6:30 P. M.

Dental Assistants Study Club, 2nd Dist. New York, Meetings first and third Friday each month, 8:30 P. M. at One Hanson Place, Brooklyn, N. Y.

First Dist. D. A. A., New York, Meetings second and fourth Tuesday each month, 8:00 P. M., Hotel Pennsylvania, New York City.

Philadelphia D. A. A., Philadelphia, Pa., Meeting third Tuesday each month, at 8 P. M., in Widener Bldg.

Natrona Co. D. A. A., Casper, Wyoming, Meeting second Wednesday each month, place to be announced.

STATE SOCIETIES

MARCH
Minnesota Dental Hygienists and Assistants Assn., 3-4, 1942, Lowry Hotel, St. Paul, Minn.
Wisconsin State D. A. A., 24-25, 1942, Schroeder Hotel, Milwaukee, Wis.

APRIL Alabama D. A. A., 7-8-9, 1942, Redmont Hotel, Birmingham, Ala.

MAY
Iowa State D. A. A., 5-6-7, 1942, Hotel Fort Des Moines, Des Moines, Iowa.
Indiana State D. A. A., 18-19-20, 1942, Claypool Hotel, Indianapolis, Ind.

Nebraska State D. A. A., 12-13, 1942, Lincoln Hotel, Lincoln, Neb. Tennessee State D. A. A., 11-12-13, 1942, Hotel Patton, Chattanooga, Tenn.

The District of Columbia extends a cordial welcome to the members of the ADAA to attend the Five State Postgraduate Convention, March 8, 9, 10, 11 and 12 at the Mayflower Hotel. Seventeen Clinics will be presented by local members and visiting members from Baltimore, Md., and Pennsylvania. Trophy awards will be presented to the three best clinics. Silver Anniversary Meeting

Nebraska Dental Assistants Association May 13, 14, 1942 at Lincoln

In 1917, a group of seven dental assistants met at Hastings, Nebraska, and founded the FIRST state dental assistants organization in the United States. The pioneering spirit of those girls has endured through the years, and today we have three component societies, with a membership of nearly 100 assistants.

One of the highlights of our 25 years is the fitting tribute that we enjoy this year in having one of our own members honored with the Presidency of A. D. A. A. We are proud of Mildred and proud of our N. D. A. A.'s record. We're going to celebrate!!. Won't you join us?

Beulah Chaloupka, President, 1004 Sharp Building, Lincoln, Nebr.

Bi

ADAA Trustees Reports for Districts 1 and 8

Plans for organization in New Hampshire are under way, and progress is being made in the organization of a component society in New Bedford, Mass. Rhode Island held its annual State meeting at the Biltmore Hotel, Providence, on January 14th with a good attendance. Mae Lavery, Independent Member and President of Connecticut State D. A. A. was an all day visitor at the home of the Trustee of this District, recently, and we went over problems and plans for the State. We're on our toes with plans for August. Boston invites YOU!

Esther Hyland, Trustee.

Since the Houston meeting in October, District Eight has been very busy with organization work. A society has been organized in Cape Girardeau, Mo. The girls are all "agog" and expect to enroll many new members soon. The Trustee had a grand trip to Denver. Pueblo, Colorado, is organized and Colorado Springs is in the process of organization. Enthusiasm for a state society is growing. The Trustee is also working on some good prospects in Little Rock and Texarkana, Arkansas.

Mae DeMoss, Trustee,

1941 Juliette A. Southard Honor Roll

TOTAL RECEIPTS FOR 1941: \$386.21

The following is a list of societies placed on the Honor Roll for having contributed \$10.00 or more to the Juliette A. Southard Birthday Fund. "Lest We Forget Our Juliette"—

District of Columbia DAA.......\$25.00

District of Columbia DAA	\$25.00
Iowa State DAA	15.06
Southern California DAA	15.00
Northern California DAA (San Francisco)	12.82
Los Angeles DAA (California)	11.05
South Carolina DAA (Spartanburg)	10.50
Alabama DAA	10.00
Fairfield County DAA (Connecticut)	10.00
First District DAA (Georgia)	10.00
Fort Worth, Texas, DAA	10.00
Houston District DAA	10.00
Hutchinson DAA (Kansas)	10.00
Kansas State DAA (Wichita)	10.00
Kansas City DA&H Society	10.00
Lehigh Valley DAA (Pennsylvania)	10.00
Minneapolis District DH&DAA	10.00
Nebraska State DAA	10.00
Ohio State DAA (Cleveland)	10.00
Pasadena DAA (California)	10.00
Pittsburgh DAA (Pennsylvania)	10.00
Salt Lake City DAA	10.00
Shreveport DAA (Louisiana)	10.00
St. Louis DAA Society (Missouri)	

1941 JULIETTE A. SOUTHARD BIRTHDAY PARTY Louise Lynum, Chairman

FOR MARCH-APRIL, 1942

Topeka DAA (Kansas)

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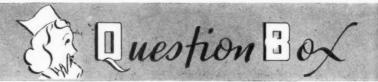
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MARY B. SMITH 704 Florence Trust Bldg., Florence, So. Carolina

A Card File for Prophylactic Recall

Use regular 3x5 index cards. In upper left corner write name and mailing address of patient. In upper right corner, the telephone number if patient prefers to be notified by telephone. Also, if 3, 4, or 6 months recall. Arrange columns headed *Visit* and *Notice*. Under *Visit* write the date of the last visit to the office, and under *Notice* the date the notification letter is mailed, or the telephone call is made.

Jones, Mrs. Henry Box 1026

Lansing, S. C.
Visit Notice Visit Notice
2-2-42 5-1-42

Two sets of guides are used, a monthly guide and an alphabetical guide. When Mrs. Jones comes in on February 2 for prophylaxis the date is marked under Visit on her card, which is then filed under May in the monthly guide since Mrs. Jones is due for prophylaxis every three months. On May 1st a notification letter is mailed to Mrs. Jones, the date marked under Notice on her card, and the card then filed under J in the alphabetical guide until Mrs. Jones comes in again and the procedure is repeated. The card file can be kept on the desk and checked as the daily records are marked.

The notification letter may be similar to one of the following:

In accordance with your wish we are writing to say that it is now time for the periodic check-up of your mouth. If you will call the office for an appointment we will be happy to serve you.

It is now three months since your last visit to our office for a check-up of your mouth, and in accordance with your wish we are reserving an appointment for you as indicated on the enclosed card.

We look forward to seeing you at that time.

Important Notice

Our Journal is sent to all 1941 members up to and including the March

April issue.

The addressing for the May-June issue of the Journal is done the 2nd week in April, so that those who are not in good standing on the books of the ADAA by the 1st of April will not receive the May-June issue; therefore, may we suggest that every 1941 member receiving this Journal who has not already done so pay her dues promptly.

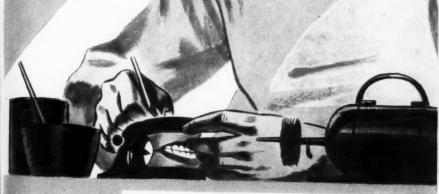
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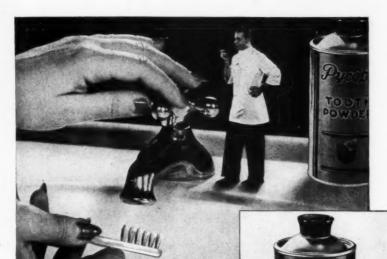
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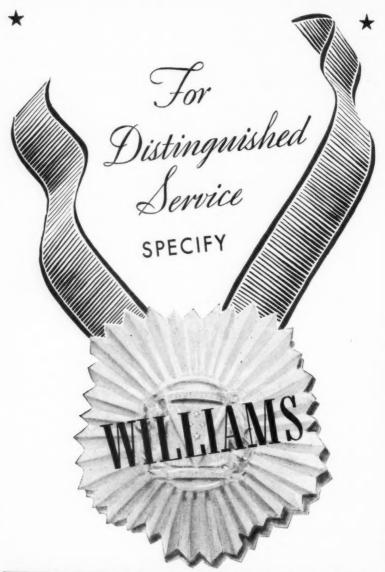
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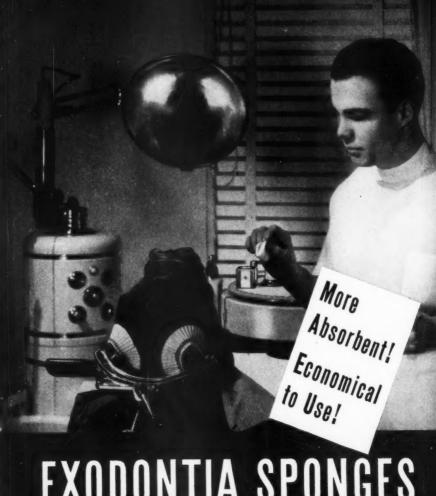
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